

Approved For Release 2003/05/27 : CIA-RDP84-00780R000400100060-3

See 23 April 64 Daily Log  
Item on FP&BC Meeting.

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DD/S REGISTRY  
FILE 3 APR 1964

MEMORANDUM FOR: Director of Training

THROUGH : Deputy Director for Support

SUBJECT : Training Program Budgets


REFERENCE : Memo dtd 6 Mar 64 to D/BPAM fr DTR,  
subj: "Office of Training Budget"

1. Attached is a response to the reference which will answer those problems which you posed in the reference concerning the Voluntary Language and Tutorial Training Programs.

2. The Budget Division will shortly submit an additional paper to you confirming previously agreed upon arrangements for the funding of those external training programs not budgeted for by the Office of Training. The Budget Division has indicated that they will transfer to the Office of Training, upon receipt of appropriate information from you, the Fiscal Year 1964 money necessary to offset the unfunded Office of Training expenditures to date for external training.

3. In Fiscal Year 1965 and beyond the Budget Division expects to publish instructions requiring that the budgets of the operating components contain funds for external training not budgeted for by the Office of Training.

(SIGNED)

  
Special Planning Assistant to the  
Deputy Director for Support

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Attachment:

Memo dtd 1 Apr 64 to DTR fr A-D/BPAM,  
subj: "Voluntary Language Training Program"

SPA-DD/S:JHP:fmf ( 2 Apr 64 )

Distribution:

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BPAM

64-0244

DD/S 64-1946

1 APR 1964

MEMORANDUM FOR: Director of Training  
THROUGH : Deputy Director (Support)  
SUBJECT : Voluntary Language Training Program

1. Procedures to be used in the funding of Voluntary Language Training Program have again been studied. Recent events have indicated that it is neither feasible nor desirable to attempt to pro-rate charges for the program either to offices supplying the instructors or to the offices from which the students originate. The training given represents the development of capabilities of value to the entire Agency rather than to a specific office. In view of the above and of the relative smallness of the amount, it has been decided that the Office of Training should continue to have budgetary responsibilities in connection with this program.

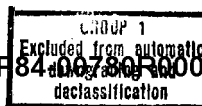
2. Accordingly, it is requested that OTR accept all vouchers representing proper charges for overtime performed by instructors in FY 1964. OTR will be funded later in the fiscal year in an amount not to exceed \$40,000 to cover these costs. Every effort should be made to hold costs to a minimum as funding must come from savings to be achieved during the coming three months. Provision will be made for FY 1965 funding in the OTR Operating Budget. OTR should include estimates in its budget for this program in FY 1966.

3. The above resolves the immediate problem but several additional points require consideration.

a. Except in the DD/P, there seems to be little indication that the program warrants a high Agency priority. For FY 1965, the DD/S may wish to consider abolition of the program, or to limiting the program to a few high-demand languages. Moreover, thought might be given to increasing the minimum size of classes.

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b. Present procedures for charging and transferring overtime are cumbersome. We are asking the Office of Finance to review this problem. Concurrently, it is suggested that OTR explore the possibility of engaging instructors on a non-overtime basis. It is understood that special contractual arrangements may be possible.

4. As previously agreed, tutorial language training will remain a budgetary responsibility of the Office of Training. The relative smallness of the amounts involved makes it undesirable to attempt to prorate or assess costs on a continuing basis. On the other hand, should excessive burdens be placed on OTR's financial base, adjustments may be necessary.

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Acting Director of Budget,  
Program Analysis and  
Manpower

cc: DD/P  
DD/P  
DD/I

041- DTR

4- DD/S Subject  
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